

Annexure II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing of Recruitment Rules for posts.

1. (a) Name of the Post(s) :

(b) Name of Ministry/Department.

(c) Number of posts

(d) Scale of pay

(e) Class and Service to which the posts belong (of MHA notification No.20/16-Estt(A) dated 13.3.1962.

(f) Ministerial or non-Ministerial
(of F.R.9(17))

2. Appointing Authority

3. Duties of the post in detail

4. Describe briefly the method(s) adopted for filling the posts hitherto.

5. Method(s) of recruitment proposed

6. If promotion is proposed as a method of recruitment.

(a) Designation and number of the posts proposed to be included in the field of promotion.

(b) Number of years of qualifying service proposed to be fixed before person in the field become eligible for promotion (of MHA O.M.No.1/5/58-RPS dated 26.2.1958)

(c) Percentage of vacancies in the grade proposed to be filled by promotion.

(d) Reasons for proposing the percentage in © above.

(e) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the commission,

please quote Commission's reference number if consultation with the commission was not required please attach a copy of the rules framed. A copy of the rules should be sent to DP&T along with the proposal.

(f) If recruitment rules were not framed for the posts in the field of promotion.

(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.

(ii) Please state briefly the educational qualifications possessed by the person in the field of promotion.

(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post in which direct recruitment is one of the methods or recruitment) may be furnished.

(g) (i) Is the promotion to be made on selection/non-selection basis.

(ii) Reasons for the proposal in (i) above.

(h) If a DPC exists, what is its composition?

(i) Indicate if the feeder posts are having promotion channels other than the one under consideration.

7. If promotion is not proposed as a method, please state why it is not considered desired/possible/necessary.

8. If direct recruitment is proposed as a method of recruitment (of MHA O.M. No. 2/45/55-RPS, dated 8.10.55) please state.

(a) The percentage of vacancies proposed to be filled by direct recruitment.

(b) Indicate if there are any promotional avenues for the direct recruits?

© (i) Age for direct recruits (of MHA OM No.2/41/59-RPS dated 3.12.1959)

(ii) Is age relaxable for Government Servants?

(d) Educational and other qualification required for direct recruits (it may please be noted that the ESSENTIAL qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified.)

(e) Whether essential qualifications to be prescribed in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extract from the Act(s).

(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference number.

9. If direct recruitment is not proposed as a method, please state why it not considered desirable/possible/necessary.

10. i) If promotion and direct recruitment are both proposed as method of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion ?

ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.

11. (a) Is deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether or both are proposed.

(b) The percentage of vacancies proposed to be filled by this method.

© The period of which deputation will be limited.

(d) The names of the posts or grade or services etc from which deputation/transfer is proposed (of MHA OM No.2/25/60-Estt (D) dated 19.8.60)

12. (a) If any of the methods proposed fails by what methods are such vacancies proposed to

be filled.

(b) Whether the recruitment rules relates to a post which has been upgraded from group 'C' to group 'B' or group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.

(c) Whether the recruitment rules to a post which is proposed to be downgraded ? If so, whether necessary safe-guard have been suggested in respect of the existing incumbents of that post.

13. (a) Special circumstance, if any other than those covered by the rules, in which the commission may be required to be consulted.

(b) Whether the Department of Personnel & Training has concurred in the proposal?

© Whether the Department of Personnel & Training and Public Grievances have concurred in for the grant of benefit of added years of service under the Pension Rules?

14. If these proposals are being sent in response to any reference from the commission, please quote the commission's number.

15. Name, address and telephone numbers of the Ministry's representative with whom these proposal ay be discussed if necessary, for clarification/early decision.

ANNEXURE – III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the post

(b) Name of the Ministry/Department:

2. Reference number in which Commission's advice on recruitment rules was conveyed

3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendment should be enclosed, duly flagged and referenced);

Col. No.	Provisions in the approved rules	Revised Provisions proposed	Reasons of the revision proposed.

5. Names address and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer
Sending the proposal.

Telephone No

Date:.
Place:

Recruitment Rules Branch

Check list for the Ministries/Departments/Subordinate Offices with respect to Framing/Amendment of Recruitment Rules.

Item of Check List

- (A)
1. Whether the Department of Personnel and Training have concurred to the proposal of the department:
 2. For a proposal relating to framing of recruitment rules for new posts whether information in Annexure – I & II has been furnished:
 3. For a proposal relating to amendment to the rules, whether information in Annexure III and revised Annexure I have been furnished:
 4. Whether all the Columns in Annexure III have been filled including the reason for amendment:
 5. Whether previous reference number of the Commission is indicated whereby recruitment rules for the post were approved by the Commission:
 6. Whether Annexure I, II & III are authenticated and signed by the competent authority or not:
 7. In case of framing of RRs whether the copy of sanction letter creating the post has been enclosed:
 8. Whether the RRs were earlier approved by the Commission and notified by the Ministry. Whether a copy of the same has been furnished:
 9. (i) Whether present sanctioned strength of post & (ii) revised pay scales indicated or not:
 10. Whether detailed list of duties with respect to the post under consideration as well as with respect to feeder posts is furnished:
 11. Whether detailed hierarchy of similarly related posts in the functional hierarchy has been submitted:
 12. Whether the department has indicated the telephone number of the officer who is forwarding the proposal and who is competent to discuss:

- (B) 1. In case of promotion, whether recruitment rules for the feeder posts have been approved by the Commission and if so, whether Commission's reference has been furnished by the Ministry
2. In case feeder posts are not within the purview of the Commission, whether copies of notified recruitment rules have been furnished by the Ministry:
3. In case the feeder posts are filled by promotion, whether recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) have been furnished.
4. In case promotion is being proposed whether the department has 3 to 5 times effective grade post (excluding deputationist):
5. In case the department proposed higher promotion quota than prescribed in the guidelines the department may indicate
- (i) extent of stagnation.
 - (ii) service particulars of the feeder officers including the date of regular appointment.
 - (iii) cause of stagnation.
6. Whether the feeder posts are already included or are proposed to be included in the field of promotion to any other costs:
7. In case the educational qualifications prescribed for direct recruits are not to be insisted upon, whether qualifications possessed by the officers in the feeder grade posts are mentioned:
- (C) 1. In case the post is to be filled primarily by the method of transfer on deputation from Central Government employees whether the Ministry has considered, re-employment as an alternate mode of recruitment:
2. In case direct recruitment/transfer is being proposed as mode of recruitment, whether further promotional avenues are available to the incumbents or not and if so, whether the details have been provided:
3. Whether the revised scales indicated by the Ministry are upgraded pay scales or equivalent pay scales. If upgraded, whether the suitability clause has been proposed or not:
4. If recruitment rules relates to a post which is proposed to be downgraded whether safeguards have been suggested in respect of the existing incumbents:
5. If the recruitment rules relate to posts which have been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group whether Ministry have proposed necessary provision of initial constitution:

(D) 1. Whether EQs proposed are recognised by the Universities:

2. In case Diploma/Certificate/Training is proposed in EQ/DQ whether the duration/relevance have been indicated:

3. Whether EQs are to be prescribed in accordance with any Act(s). If so, whether the relevant Acts under which it is necessary have been quoted and the relevant extracts from the Act(s) have been furnished:

4. Whether the rules have been framed/amended in accordance with the model recruitment rules circulated by Department of Personnel & Training. (*Framed in consultation with the Department of Personnel & Training):

Proforma for referring proposal to the UPSC regarding the choice of method of recruitment in the absence of the notified recruitment rules.

1. Post to be filled:

(a) Designation:

(b) Classification & Scale of Pay:

(c) Total number of posts in the grade:

2. Date of occurrence of vacancy(s):

3. Method of recruitment & field of selection proposed & reasons therefore:

4. Whether the recruitment rules have been approved by UPSC, but not yet notified:

(i) If so, reasons for non-notification

(ii) Copy of draft approved rules or relevant extracts.

5. Whether any proposal for framing of recruitment rules is pending with UPSC if so, letter number and date under which proposal was sent to the commission.

6. Number of posts in the feeder grade + scale of pay (seniority list may be enclosed)

7. The method of recruitment adopted when a vacancy had arisen on the last occasion and commission's reference agreeing to that method:

8. Methods by which present incumbents of other posts in the grade have been recruited:

9. Composition of DPC for considering promotion to the various grades.